

### **LAW CLERK- INTERN**

**DEFINITION:** Under general supervision, performs legal research and prepares briefs, correspondence and related documents in furtherance of assigned project; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

This is a limited scope class, designed to provide practical experience to college students as they continue their education to obtain a law degree.

### **TASKS:**

Researches applicable legal and factual issues using computerized techniques and/or law library materials; interprets and applies laws, court decisions and other legal authorities in the preparation of briefs, correspondence and related documents; all written work is thoroughly reviewed by a supervising attorney; contributes to the efficiency and effectiveness of the unit's service to its clients by offering suggestions and participating as a active member of a work team; maintains accurate records and files; prepares a variety of records and reports as assigned; attends meetings to obtain information and to learn about the Navajo Nation and the substantive subject matter.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation laws affecting assigned are of functional law.  
Knowledge of Federal Indian Law.  
Knowledge of legal research methods and techniques.  
Knowledge of computer applications and standard office practices and procedures.  
Skill in researching, interpreting, applying and explaining applicable laws, codes and regulations.  
Skill in analyzing and organizing facts and evidence.  
Skill in verbal and written communication.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

### **MINIMUM QUALIFICATIONS:**

- Must be enrolled in a law school accredited by the American Bar Association.

### **PREFERRED QUALIFICATIONS:**

- Must have completed a law school course on Federal Indian Law.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.